

Head of Operations – Competitive Salary – Central London

The Role

At Inoviv, we are seeking a motivated and talented Head of Operations. Reporting directly to the CEO, you will run operations and help build our processes from scratch. You will be a crucial team member with the power to make a real, tangible impact on the company and influence how we grow the business.

You will also be eligible for employee share options, meaning you will own part of the company. Working in a dynamic environment with accelerated career development, it is an exciting time to join us! We are based in central London and are open to flexible, home-based and office-based working.

The key responsibilities of a Head of Operations include, but are not limited to:

- Working with the CEO and CSO, build and maintain a structure of processes, policies and ways of working to ensure that Inoviv runs efficiently and smoothly. Be the first point of contact on these processes and ensure they are implemented.
- Manage finances, including financial modelling, invoicing, procurement, tracking spending and liaising with external accountants in respect of preparing financial reports, payroll, and tax returns.
- Support with fundraising, including preparing presentations, financial models, developing pitches and fundraising strategies.
- Manage legal documents, including negotiating customer contracts, employment contracts from templates, insurance, and third-party service contracts.
- Project management, including contingency management, tracking project profitability and timelines, proactively highlighting issues and bottlenecks, tracking resource allocation.
- Help us shape a great culture by assisting with hiring, onboarding new team members, and engaging with the rest of the team in an HR capacity. Manage the appraisal system development and implementation.
- Create effective communication methods to drive transparency and collaboration, build strong professional relationships with all team members to provide support and to identify potential issues.
- Various other operational support activities.

The Company

Our mission is to accelerate the world's transition to precision medicine, through application of our omics technologies to drug development and healthcare.

60% of therapeutics don't work and over 92% of clinical trials fail. This causes millions of deaths each year as well as over \$100bn lost for the pharmaceutical industry. Using our new proteomics technology platform, we are able to understand the unique molecular signature of each patient's disease. This increases clinical trial success rates and ultimately helps deliver drugs to patients that work specifically for them. We have developed a first-of-its-kind COVID-19 Predictive Disease Severity Test, which can predict COVID-19 disease severity at 98% accuracy. We have pharmaceutical clients in the US, Europe and Asia.

We are supported by academic and commercial advisors from Oxford University, Imperial College London, King's College London, Charité University Hospital and MolecularMD (ICON). We are also backed by Hoxton Ventures and the world's leading talent investor, Entrepreneur First.

The Person

The key skills and qualities of a Head of Operations candidate:

- Ambitious, proactive, autonomous, self-motivated and resilient
- Ability to see the big picture and focus on what will resonate with investors when it comes to a fundraising “story” and commercials
- Experience in venture-backed start-up operations roles, ideally with an understanding of Seed through to Series C and how operations evolve with company growth
- Excellent communication and relationship-development skills; ideally experience in complex stakeholder management, with office-based and remote team members
- Passionate about building a great working culture; experience finding good hires, and building and managing teams
- Experience working in a scientific or research environment, ideally a life sciences start-up
- Experience managing multiple projects simultaneously to time and budget
- Highly detail oriented, organised, demonstrating initiative and quick learner
- Commitment to the company's mission

If you would like to join this exciting, forward-thinking company and take the next step in your career, then please email careers@inoviv.com to find out more.